

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE SUPERVISOR

OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Fiscal Administrative Supervisor, state employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT

Job Posting No: OC77097

Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: \$82,534.00 - \$107,280.00

Posting Date: May 6, 2015 **Closing Date:** May 12, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal Administrative Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Supervises four Teams consisting of one Associate Fiscal Administrative Officer, four Fiscal Administrative Officers and four Fiscal Administrative Assistants who provide the following purchasing and accounts payable services for all eight Department of Mental Health and Addiction Services facilities: Process and maintain on-going Purchase Orders in CORE-CT for services; make payments for services in CORE-CT; work with DAS to process bids for new or renewed contracts for services; Process and maintain Purchase Orders in CORE-CT from E-Pro and paper requisitions for commodities; process and maintain CORE-CT Purchase Orders for on-line requisitions (i.e. Sysco for food, Amerisource Bergin for pharmaceuticals); make payments for all commodities; Working with the DMHAS Engineering Department, administer the bidding process for capital projects; process and maintain CORE-CT Purchase Orders and make payments for Construction Projects; Perform annual inventories of over 6,100 items of capital and controllable equipment at 79 DMHAS locations throughout the state; coordinate process of disposal of surplus state equipment; complete the DMHAS CO-59 Annual Inventory Report; Serves as liaison to the Business Office in each of the eight DMHAS Facilities, the DMHAS Department of Engineering Services and the DMHAS Department of Information Technology. Serves as liaison to CORE-CT, OSC and DAS for Purchasing issues.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**